

**Missouri Department of  
Natural Resources  
Administrative Policies and Procedures**

**Chapter 6 Use of State Vehicle Policy**

**Fleet Fuel Card Procedures**

**Effective date**

**Revised**

**Number: 6.01-04**

**July 1, 2011**

The statewide fleet fuel card program is designed to provide state agencies with a universal fleet fuel card that allows state drivers to purchase fuel for state vehicles. Use of the fleet fuel card is designed to streamline and fully automate the purchase of fuel to conduct state business. Maintenance and repair services may be purchased within the guidelines established in this document.

The current contract is with Wright Express Financial Services Corporation (WEX). Contract information is listed below:

Contract number: C109272001  
Contract period: August 6, 2009 through July 31, 2012  
Potential Final Expiration: July 31, 2014

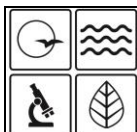


The WEX Card is for **official State business use only**. Fleet fuel cards should *never* be used to fuel or purchase maintenance for personal vehicles.

Cards are tied to individual vehicles or pieces of equipment for use with that specific vehicle/piece of equipment. Cards are not normally issued to individuals for use with multiple assets.

Account managers must establish internal control procedures to monitor the use of the fleet fuel cards. This includes (but is not limited to):

- Physical card control to prevent unauthorized access and use
- Matching pump receipts with invoices
- Reporting lost cards immediately
- Applying card and transaction controls to reduce potential for misuse
- Reviewing exception reports (available from WEX) in order to identify potential misuse



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**REFERENCES**

*Related DNR Policies*

Purchasing 7.06

Payments 7.07

**CARD ACCEPTANCE**

The WEX card is accepted at most retail stations in Missouri. WEX is accepted at more than 90% of the nation's retail fuel locations in all fifty states.

Employees can swipe the WEX card at the pump or take it inside to the station attendant for processing. If possible, employees should pay at the pump to reduce potential for transaction errors. Receipts (whether from the pump or inside) should be signed and retained for later reconciling with invoices.

Should the situation arise where a purchase is attempted at a location that does not accept the WEX card, payment options include *WEXPay*™ (see page 12) or paying with personal funds and obtaining reimbursement.


**CARD RENEWAL**

Renewal cards will be issued automatically by WEX before the card expiration date. Cards will come to the department's fuel card coordinator and distributed to account managers for placing in vehicles. Additional instruction may be provided as necessary at the time distribution is made.

**REPORTING A LOST OR STOLEN CARD**

If a fuel card is lost or stolen whoever discovers loss should notify WEX Customer Service at 800-492-0669 immediately. If travelling and this number is not known, drivers should contact their account's card custodian, account manager or department fleet management. Also make sure the following are advised:

- Your division/program fuel card custodian and account manager
- Department Fleet Management (573-751-6758).

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## **CARD REPLACEMENT**

Only the Department's fuel card coordinator in Fleet Management can request replacement cards. (This helps deter someone from reporting a card lost/stolen then receiving the replacement card for unauthorized use). Replacing cards may be necessary due to damage, loss, or transfer of a vehicle from one account to another. When new vehicles are received, the card from the old vehicle is destroyed and a new card for the new vehicle is obtained.

## **CARD CANCELLATION**

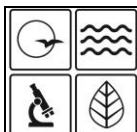
Card cancellation differs from reporting a card lost or stolen. Cards are cancelled when no longer needed, usually when a new vehicle replaces one to which the original card was assigned.

Only the Department's fuel card coordinator in Fleet Management should cancel a card. To cancel a card, notify the card coordinator then punch holes through the number and magnetic strip (or cut the card in half) and send the card to the card coordinator in the General Services Program (GSP). The card coordinator will cancel the card using WEX Online or by notifying WEX customer service.

## **APPROPRIATE USE**

The WEX card can be used to make the following purchases for state vehicles and equipment:

- **Fuel**
  - Self-service, regular grade or alternative fuels only. Full-service and mid-grade fuel can be purchased if priced the same as self-service, regular grade fuels
  - Fuel for Rental Vehicles: A WEX card that is not assigned to a vehicle can be used to purchase fuel for rental vehicles procured for official business through the Rental Services contract
- **Maintenance & Repairs**
  - Emergency roadside service or repairs to include parts and labor for towing, tire change and repair/replacement, jump start, wiper blades, and other safety related mechanical repairs, etc (**Note: For vehicles located in Jefferson City only emergency repairs are allowed when the vehicle is outside Jefferson City. See additional information below pertaining to repairs in the Jefferson City area).**
  - Oil, coolant, windshield washer fluid, and other vehicle fluids
  - Car washes
  - Maintenance and repair services from **incorporated vendors** for vehicles assigned outside Jefferson City which may include:



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- Preventive Maintenance
- Maintenance/Repair costing under \$3,000 (Maintenance/Repairs estimated to cost over \$3,000 should be done by obtaining price quotes then processing a purchase order in accordance with purchasing policy)
- **Note: The Department's Purchasing Card (P-Card) may also be used to pay for vehicle maintenance and repair, especially non-emergency maintenance/repair).**

The WEX Card **CANNOT** be used to purchase:

- Fuel, maintenance or repair service for personal vehicles
- Full service or premium grades of gasoline unless specifically required by the vehicle manufacturer or if those are the same or lower price as self serve regular unleaded.
- Food, beverage, alcohol or tobacco products
- Unauthorized parts and labor, towing, roadside service and mechanical repairs
- Service for vehicles in the Jefferson City area. Central Pool drivers contact DNR Fleet Management (573-751-6758). Other users consult their division/program vehicle contact, or OA Vehicle Maintenance at 573/751-4286.
- Service covered by vehicle warranty

**Maintenance & Repair in the Jefferson City area:**

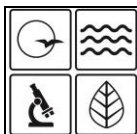
The State Vehicle Policy, SP-4, requires agencies to utilize the OA Vehicle Maintenance facility as described below:

***“The Office of Administration Vehicle Maintenance facility or other authorized state maintenance facility shall coordinate all repairs and maintenance on state vehicles owned by the state and primarily stationed in the Jefferson City area. Subject to agency policy, emergency repairs to these vehicles may be performed by another repair facility when the breakdown occurs outside the Jefferson City area. The OA Vehicle Maintenance Facility may issue waivers for specific vehicles, vehicle types and/or for certain repairs.”***

**SEPARATION OF DUTIES**

Generally accepted accounting practices include the below separation of duties for fuel card administration. Each division/program must establish appropriate controls and separation of duties for the fleet fuel card account(s) under their control.

Fleet Management in General Services is designated as the Fuel Card Coordinator for the Department. Whenever feasible, Account Managers and Fuel Card Custodians should not be card users. Also, when feasible the Account Manager and Fuel Card Custodian should not be the



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same person. If it is necessary that the Account Manager and Fuel Card Custodian be the same person, frequent spot-checks and close monitoring must be conducted in order to prevent unauthorized card use.

**RESPONSIBILITIES**

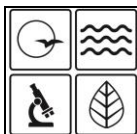
The following are typical responsibilities of the function(s) listed. Divisions may realign these responsibilities as necessary provided those realignments maintain adequate controls to insure proper account management and card use.

**Fuel Card Coordinator**

- Distributes fuel card procedures to appropriate agency staff
- Assigns Driver ID numbers
- Obtains new or replacement cards.
- Cancels cards.
- Reports cards as lost or stolen using on-line tools. (Note: Card users can report lost or stolen cards directly to WEX, or to the Coordinator in order to quickly make them inactive and prevent unauthorized use)
  - Advises Account Manager (if not already aware) when cards have been reported lost or stolen.
- Monitors agency WEX accounts to ensure account and card information is current.
- Assists account managers and card custodians as needed to resolve issues with WEX
- Reviews reports (e.g. Exception Reports) for irregularities that could indicate unauthorized or fraudulent use.

**Account Manager**

- Manages the account to include requesting cards and driver IDs through the Coordinator, monitoring card use, and resolving issues that might arise
- Advises the Coordinator if/when cards or driver IDs need terminated.
- In the Division of State Parks (DSP), may assign and terminate driver IDs in coordination with the Coordinator.
- Reviews monthly invoices for appropriateness of card usage following the Fuel Card Custodian's reconciliation process.
- Approves payment document(s) in SAM II as appropriate.
- Reviews reports (e.g. Exception Reports) for possible unauthorized or fraudulent charges
- Advises Fuel Card Custodian (if not already aware) when cards have been reported lost or stolen.



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**Fuel Card Custodian**

- Ensures physical security of fuel cards
- Maintains a record of all persons who have physical access to the card (for example, a sign-out sheet or “trip ticket” for the card/vehicle and period of use)
- Ensures the card is used only for appropriate purchases in conjunction with State business
- Reconciles pump receipts to applicable fuel card invoice prior to credit card payment (Note: In large accounts (those with over 75 transactions per month), random receipt to invoice matching is allowable in order to expedite payment processing. A minimum sample of 20% is required).
- Initiates payment documents in SAM II
- Terminates lost/stolen cards as appropriate and notifies the Coordinator to request a replacement card.
- Informs the account manager of card termination, replacement and other actions.

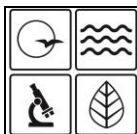
**INVOICE RECONCILIATION**

Standard payment policies require retention of receipts and other documentation. Fuel pump and other receipts must be submitted to the agency designated fuel card custodian for reconciliation to the credit card invoice.

A process must be in place for the review and reconciliation of transactions to prevent theft, abuse and fraud relating to the overall use of the card. For large accounts with numerous transactions (over 75), it is acceptable to perform a sample reconciliation of pump receipts to the invoice. A minimum of 20% of the transactions each month, with at least 1 transaction per card, must be reconciled. If any discrepancies are found, 100% reconciliation is required.

Invoices are to be reviewed and monitored for the following **PRIOR** to payment:

- All federal excise taxes have been appropriately removed
- All state sales taxes have been appropriately removed
- All transactions coded miscellaneous are investigated and verified as authorized
- All transactions for non-fuel products are verified against receipts
- There are no transactions for a card that has been reported lost or stolen, following the date/time that the card was reported lost or stolen.
- Any transactions for a card that has been removed from service for deactivation occurred prior to removing the card from authorized service.
- Unauthorized purchases



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If an unauthorized purchase is identified, the transaction should be promptly investigated to determine whether the transaction was coded incorrectly or is truly an unauthorized purchase.

**DISPUTED CHARGES**

Disputed charges can result from incorrect amounts, duplicate charges, incorrect product codes, incorrect federal excise tax exemptions, incorrect product quantities, credits not processed, fraud or misuse. Fuel Card Custodians should contact and follow up with WEX/or the vendor on any erroneous charges or other disputed items immediately upon discovery of the potential error. Account Managers and the Coordinator can assist as necessary. Disputed items should be documented in writing (email is acceptable) to WEX. Copies of any written documentation along with the resolution agreed to should be maintained with the monthly billing statement.

If resolution is not possible at the agency level, the Coordinator may contact the designated fuel card contract buyer in OA/Purchasing for assistance. Be prepared to provide all documentation and a summary of actions taken to date to resolve the issue with the vendor. It is important that disputed items be addressed as quickly as possible to avoid potential disruption in service.

**CARD ASSIGNMENT**

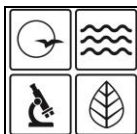
Cards will normally be assigned to a specific vehicle or piece of equipment, however when justified, cards may be assigned to specific drivers, to an organizational unit, or to fictitious vehicle such as "GSP Rental 001". Cards should only be used to purchase fuel and related products for the vehicle to which the card is assigned. If a card is assigned to a driver, the card must only be used by the employee to whom the card is assigned to purchase fuel and related products for a state vehicle.

A small number of cards may be assigned to an organizational unit such as a state park that normally uses bulk fuel. Cards are "checked out" when travel away from the park's fuel source is required. Strict check-out/check-in, receipt collection, and purchase reconciliation procedures are required.

**CARD PROMPTS (Driver ID and Odometer)**

When the card is swiped at the point of sale device, the driver will be prompted to enter a Driver Identification Number (DIN) and the odometer reading of the assigned vehicle prior to receiving authorization for any transaction.

Each DIN will be associated with specific accounts and will be valid for all cards on that account. DINs previously used with Voyager will be transitioned to WEX accounts; however,



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since WEX will require six digits, zeros or ones will be appended to those numbers to make current four or five digit DINs have six digits.

Following the initial transition, randomly generated numbers provided by Wright Express will be used. Drivers will request a DIN through division contacts to the Fuel Card Coordinator. The Coordinator will provide a DIN in a confidential envelope to the driver. An example of the notification letter is attached.

The Division contact in the Division of State Parks (DSP) may provide numbers for DSP drivers in a similar manner. Should cards be assigned to drivers, a Vehicle ID will be required at the time fuel or services are purchased. The Coordinator will work with the applicable account manager to make appropriate arrangements.

### **CARD CONTROLS**

The majority of the Department's cards will be set up to allow purchase of fuel and maintenance. Cards obtained for use with rental vehicles will be set up as "Fuel Only" since the rental company would be responsible for any maintenance or repair. All cards will restrict (prohibit) the purchase of "General Merchandise".

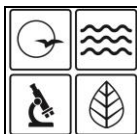
These card controls are embedded on the magnetic strip of the card which results in declining a purchase attempt that is not within the parameters of the controls. WEX, in coordination with the Coordinator, establishes a set of defaults applicable to all cards at the time an account is established, but individual cards may have unique controls as needed.

Card controls are based on a "card profile" that can be applied to multiple cards and is typically based on a type or use of a group of vehicles. For example, sedans might employ one profile, light trucks another, and diesel trucks a third. However, individual cards can have their own individual profile when necessary.

Changes to card controls can be made if required by contacting the department fuel card coordinator.

### **Authorization Controls**

Controls can be established on the number of transactions, total dollars, and/or total gallons for a specific time period. Daily, weekly, twice monthly or monthly periods are available. 'Daily' is the system default. Specific days of the week may (or may not) be authorized for use if the weekly period is selected. If an attempt is made to make a purchase that exceeds the limits for one or more of the criteria during the period, the transaction will be declined. Controls are possible for the following:



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- Total Number of Transactions Per Period
- Total Dollars Per Period
- Total Gallons/Units Per Period (Fuel)
- Days of the week (if weekly control period is selected and days are unchecked/unauthorized”

Example: Controls time period: Weekly

Transactions control = 10 per period (10 per week)

Dollars control = \$200 per period (\$200 per day)

Gallons/Units control = not used

Situation: 10 previous transactions that week totaling \$152. The next transaction attempt that week (the eleventh) would be declined based on the number of transactions limit

Situation: 7 previous transactions that week totaling \$201. The next transaction attempt that week would be declined because the dollar control was reached with the previous transaction.

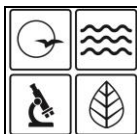
**Product Type Controls**

In addition to authorization controls on the number of transactions, dollar amounts and units per time period, custom controls are available that can restrict what products can be purchased with a particular card. Furthermore, limits can be set for each of the allowed products.

For example, the product “General Merchandise” can be deselected, allowing only Fuel and Parts/Services related purchases. Then, within the fuel product, per transaction, transactions per period, and dollars per period limits can be set. NOTE: The period selected for product controls is the same as for Authorization controls.

Product type controls compare the product codes sent from the merchant against the fleet’s established card profile limits to determine if the purchase should be authorized. If the product types are allowed and the limits have not been reached, the merchant completes the sale.

**Product type controls are available at 85% of merchants and this number will grow as WEX expands this capability in the coming years.**



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**Merchant Controls**

WEX can “lock out” specific merchants upon request by the Coordinator. Should an account manager or card custodian require such an action, please notify the Coordinator. For example, a merchant that is known to have recorded card and driver ID information and made unauthorized purchases could be “locked out”.

**EXCEPTION REPORTING**

**Purchase Alerts**

Oil company authorization networks do not currently allow WEX to decline some types of transactions if/when those transactions are outside the limits set for the parameters below. However, customized exception reporting is available to show when a card was potentially used improperly. WEX provides email alerts when a transaction occurs outside of selected parameters.

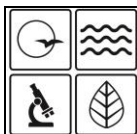
Daily purchase alert reports are available for the areas listed below. Each area may or may not be selected so a report and email will be generated.

- Number of transactions per day
- Out of state transactions
- Off-hours transactions
- Day of the week
- Dollars per day
- Dollars per transaction
- Gallons per transaction
- Fuel type

**Flexible Exception Reports**

WEX also offers Flexible Exception Reporting with exceptions communicated via email on a daily, weekly or monthly basis. These reports provide a summary of transactions that were outside the specific parameters established for the cards associated with a particular account. The following exceptions are available at the card or account level:

- More than X dollars per day
- More than X transactions per day
- More than X gallons per day
- Transactions on the weekends
- Transactions on holidays



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- Transactions outside normal business hours
- Manual transactions
- Non-fuel transactions
- Unauthorized fuel products
- Site lockout
- Fuel only
- Inactive vehicles

**REBATES**

WEX offers monthly rebates based on volume and prompt payment. The volume rebate factor is calculated based the total of all transactions for all state WEX accounts then applied to individual account volumes and is contingent upon the individual account paying within 30 calendar days of the billing date appearing on the invoice.

Prompt Payment Rebates are awarded to accounts paying within 10 or 15 calendar days. Payments received within 10 days receive larger rebate.


Rebates will be returned to the state agency in the form of a periodic check. DAS Accounting will query appropriate SAM II payment data to determine appropriate funds in which to deposit rebates.

**DISCOUNTS OFF RETAIL PRICES**

WEX has negotiated rebates and discounts at approximately 270 locations statewide (as of August 2009). These fueling stations offer \$.01 - \$.03 per gallon off retail pricing which is applied in the form of a credit made monthly in arrears directly to the account. A listing of participating locations is available online at: <http://oa.mo.gov/general-services/state-fleet-management/contracts/wex-fuel-card> (Select the "Discount Fuel Locations" link).

**ONLINE ACCOUNT MANAGEMENT AND REPORTING**

Divisions and/or account managers can manage many aspects of the WEX accounts through the WEX on-line tool *WEXOnline*. Numerous standard and exception reports (see previous sections) are also available. Contact the Fuel Card Coordinator to obtain additional details about these management tools that are available at no charge and to arrange for access or assistance.

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## **ROADSIDE ASSISTANCE**

The Wright Express card provides free emergency roadside assistance through the National Automobile Club's FLEET RESCUE program. Drivers can call 1-866-329-3471 (number also located on back of WEX card). FLEET RESCUE provides access to toll-free, 24-hour, 365 day a year roadside assistance and the following services:

- Towing
- Mechanical first aid
- Jump start
- Tire change
- Lockout assistance
- Fuel and water delivery

Additional emergency repair services that may be necessary can be billed to the WEX card in limited circumstances. Contact the Account Manager or Card Custodian if possible to obtain authorization for such purchases.

### **WEXPay™**


*WEXPay™* is a tool that enables out-of-network purchases for maintenance or repair at any vendor using the Mastercard® network. *WEXPay™* uses a ghost card (virtual card) interface to provide a secure payment option within the constraints of the controls established for the card. WEX issues a single-use account number provided to the merchant by phone. When the merchant calls WEX for authorization, WEX applies the purchase controls on the card, collects purchase data including Prompt ID and odometer.

Drivers that need to make use of the *WEXPay™* capability should contact their account manager or card custodian to make necessary arrangements. If the situation is urgent and other options are not successful contact Department Fleet Management.

## **CARDS FOR RENTAL VEHICLES**

### **Central Pool Account Rental Vehicle Cards**

Fleet Management will set up a "Rental Vehicle" account and obtain a limited number of cards that will be made available to users of the Central Pool in Jefferson City when a vehicle must be

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rented. The following procedures/controls will be used:

- Cards will be set up as “fuel only”
- The Central Pool dispatcher will maintain a checkout log reflecting the information in the attached “Rental Vehicle Fleet Fuel Card Record Log”, or equal.
- Requests for cards should be submitted to the dispatcher as far in advance as possible. Since renting is often done only after learning that a state vehicle is not available from the pool, it is understood that these requests may come in at the last minute.
- Requests must include:
  - Who will sign for the card
  - Division/Program/Section of user
  - Contact Phone Number
  - SAM II Accounting String to be used to pay when monthly invoice is received
  - Date card is needed
  - Date card will be returned
  - Destination(s)
- Cards must be picked up, signed for, and returned at the General Services Program in the Lewis and Clark State Office Building. Office hours are 0800 – 1700 M – F (except holidays).
  - The original pump receipt must be returned with the card.
  - The individual signing for the card is responsible for proper control and use of the card. Questionable use discovered by GSP will be forwarded to the individual’s supervisor for investigation.
- The Card Custodian and Account Manager will process payments using SAM II accounting information provided at the time a card was used.

### **Rental Vehicle Cards for Other Accounts**

Offices (Division/Program/Region) with a Wright Express account for use with assigned vehicles may obtain a limited number of cards for use with rental vehicles. Cards will be “assigned” to fictitious vehicles called “Office Rental 001” (where “office” is the Division/Program/Region acronym). For example KCRO Rental 001. Account Managers and Card Custodians must establish controls to make sure proper records of use are maintained and unauthorized use is prevented. The attached “Rental Vehicle Fleet Fuel Card Record Log” or equal should be used.

## Attachment 1



Jeremiah W. (Jay) Nixon, Governor

Sara Parker Pauley, Director

### DEPARTMENT OF NATURAL RESOURCES

[dnr.mo.gov](http://dnr.mo.gov)

July 1, 2011

Mr. Example Sample  
General Services Program

RE: Wright Express Fleet Fuel Card Driver ID Number

Dear Mr. Sample,

This letter is to inform you of the driver identification number (DIN) you must know and provide when using the Wright Express Fuel Card to purchase fuel or repairs for state vehicles. The letter also provides important additional information concerning the use of the card. Please note your DIN, review the instructions, and file this letter in a secure place or destroy it.

Effective **July 1, 2011** your driver identification number associated with using the Wright Express Card will **574190**. This number has been randomly selected and is identified specifically to you. This DIN is known only to a few people in DAS, but not your program or division management or other staff. You should memorize this number and not share it with anyone. Only authorized state expenditures are allowed with the use of the Wright Express Fuel Card. Any non-allowable expenditure that is charged through a Wright Express Card that is attributable (your identification number is used to incur the cost) to your driver identification number will be your personal financial responsibility.

#### IMPORTANT AREAS OF NOTE

- a) Fleet Management in the General Services Program is the responsible organization within DNR to coordinate and manage the Wright Express Fuel Card identification process.
- b) Wright Express Fuel Cards are to be used only for purchasing vehicle related supplies (fuel, oil, wiper blades, etc.) and services (towing, flat repair, oil changes, etc.) for state owned vehicles. Purchase of personal use items is prohibited. Purchase of items that are on a statewide contract (e.g. tires) is prohibited except in a roadside emergency.
- c) You should not share your driver identification number with anyone. Sharing your driver identification number increases the probability that questionable purchases can be made by someone else for which you will be responsible.



Recycled Paper

- d) Should you forget your driver identification number, you may contact Fleet Management (573-751-6758) Monday through Friday (except holidays) 8:00 a.m. through 5:00 p.m. to have the Fleet Manager (or assistant) provide you with your number. To insure your number is only given to you, it is recommended that you contact your office advising them that you have forgotten your driver identification number and ask that they contact Fleet Management and provide a phone number where you can be reached. Fleet Management will use that number to contact you directly and provide the number to you.
- e) Should you forget your driver identification number and it is outside the 8:00 a.m. to 5:00 p.m. timeframe identified in d), it will be necessary for you to make the payment from personal sources and request reimbursement on your personal expense account. It is important that you provide a receipt for the purchase(s) that you made from personal resources with your expense account.
- f) You must obtain, sign, and turn in receipts for all purchases made with the Wright Express Card. This includes "pump receipts" generated at the pump when using "pay at the pump" facilities. You should also check the receipt to verify it accurately reflects the purchase.
- g) Failure to provide a receipt will require a written statement verifying the purchase and an explanation why no receipt is available.
- h) Loss of a fuel card should be reported immediately to Wright Express (866-544-5796), with subsequent notification of your region/program fleet coordinator and DAS Fleet Management. DAS Fleet Management will arrange for a replacement card.
- i) When you leave employment with the Department of Natural Resources, it is your responsibility to request your driver identification number be cancelled.

You will be asked to sign and print your name, as well as date the Wright Express Card ID Number Receipt form provided with this letter. This form serves to record that you have received this letter.

Thank you for your cooperation and acceptance of these terms and conditions as you use the fuel card for purchases related to state vehicle operation. These practices will improve controls and provide a higher level of accountability for you and the department when using the fleet card.

Thank you,

FLEET MANAGEMENT



Stan Perkins, Fleet Manager  
Department of Natural Resources

## Attachment 2

### BASIC DNR PROFILES (Subject to Change)

**NOTE: Dollar amounts in the profiles below may require adjustment as fuel prices change. Additional profiles may be established based on the standard profiles below.**

#### SEDANS

Authorization Controls: Period = Weekly (No Restrictions on days or hours of day)

Transactions per Period	= 10
Total dollars per Period	= \$400
Gallons per Period	= 150

Product Controls: Period = Weekly

Fuel: Allowed

Per Transaction \$ limit	= \$75
Transactions per period (Week)	= 7
\$\$ per period (Week)	= \$400

Parts & Service: Allowed

Per Transaction \$ limit	= No Limit
Transactions per period (Week)	= 2
\$\$ per period (Week)	= \$300

Roadside Assistance: Allowed

Per Transaction \$ limit	= \$200
Transactions per period (Week)	= 2
\$\$ per period (Week)	= \$200

General Merchandise: Not Allowed

#### PICKUPS (Compact thru $\frac{3}{4}$ Ton, gasoline or flex fuel)

Authorization Controls: Period = Weekly

Transactions per Period	= 10
Total dollars per Period	= \$600
Gallons per Period	= 200

Product Controls: Period = Daily

Fuel: Allowed

Per Transaction \$ limit	= \$85
Transactions per period (Week)	= 10
\$\$ per period (Week)	= \$600

Parts & Service: Allowed

Per Transaction \$ limit	= No Limit
Transactions per period (Week)	= 2
\$\$ per period (Week)	= \$350

Roadside Assistance: Allowed

Per Transaction \$ limit	= No Limit
Transactions per period (Week)	= 2
\$\$ per period (Week)	= \$300

General Merchandise: Not Allowed

## **MEDIUM TRUCKS** (3/4 Ton Pickups thru 1.5 Ton Trucks, all types, diesel)

### Authorization Controls: Period = Weekly

Transactions per Period	= 12
Total dollars per Period	= \$900
Gallons per Period	= 350

### Product Controls: Period = Weekly

#### Fuel: Allowed

Per Transaction \$ limit	= \$125
Transactions per period (Week)	= 12
\$\$ per period (Week)	= \$750

#### Parts & Service: Allowed

Per Transaction \$ limit	= No Limit
Transactions per period (Week)	= 2
\$\$ per period (day)	= \$500

#### Roadside Assistance: Allowed

Per Transaction \$ limit	= No Limit
Transactions per period (Week)	= 2
\$\$ per period (Week)	= \$500

#### General Merchandise: Not Allowed

## **HEAVY TRUCKS** (Trucks over 1.5 Ton, all types, diesel)

### Authorization Controls: Period = Weekly

Transactions per Period	= 12
Total dollars per Period	= \$900
Gallons per Period	= 400

### Product Controls: Period = Weekly

#### Fuel: Allowed

Per Transaction \$ limit	= \$250
Transactions per period (Week)	= 12
\$\$ per period (Week)	= \$825

#### Parts & Service: Allowed

Per Transaction \$ limit	= No Limit
Transactions per period (Week)	= 2
\$\$ per period (Week)	= \$750

#### Roadside Assistance: Allowed

Per Transaction \$ limit	= No Limit
Transactions per period (Week)	= 2
\$\$ per period (Week)	= \$500

#### General Merchandise: Not Allowed

Attachment 3

RENTAL VEHICLE FLEET FUEL CARD RECORD LOG				Month		Year	
Card Account			Location				
Card Number/ Identifier:	Date Out	Forecast Return Date	Signed out To (Printed Name, Office, Phone Number)	Signed Out To (Signature)	SAM II Account Information	Actual Date Returned	Custodian Initials